

The following NSH Client Personal Property “Allowables List” applies to clients in all Programs, except Program 4. The list identifies items that clients in these programs may have and whether they can be received by mail, purchased through the Hospital’s café, purchased from a vendor (factory sealed), or if the client can only have the item under staff supervision. The most recent additions to the list are bolded.

(Revised: August 7th, 2003)

ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHASED THROUGH NSH CAFE	PURCHASED THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT  (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
ADDRESS BOOK	X	X	X		No metal binding
AIR FRESHIONER		X	X		Limit of one (1)
ALBUM, PHOTO	*X	X	*X		No metal binding, limit two (2)
APPLIANCES, ENTERTAINMENT	X	X	X		Limit of ten- (10) hand held video games. Radios CD and/or tape players – limit of one (1) each. 12x20x6-inch size limit. No detachable speakers, or detachable cord without prior approval of the Program Director/designee; no external recording devices; however, audio equipment which can record directly from an internal source (radio or CD to tape only), is acceptable. No CB or police band. Limit of one (1) Walkman type radio which must not include voice over feature and not exceed \$160.00. Alarm function is acceptable.
<b>ANTENNAS</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>Program Director approval; Limit one (1); type and style that accompanies TV upon delivery.</b>
BATHROBE MEN & WOMEN					Limit one (1) State issue.
BATTERIES	X	X	X		Limit at unit discretion to accommodate need.
BEANIE/CAP; KNIT	X	X	X		Limit one (1) State issue and One (1) client purchase. Non-offensive, non-gang related.
BELT BUCKLES	X		X		2x3 inch limit, no sharp edges.
BELTS					State issue – Khaki. limit of one (1).
BEVERAGES		X	X		Ice tea, juice, nectar, and soda. All plastic containers (no metal lid or tops).
BICYCLE	x	x	x		Open units, prior approval from PD.
BRAS	X		X		Limit of seven (7), State issued/client purchase; (No under-wire).
CALCULATOR	X	X	X		Calculator, translator, organizer, etc. hand held with up to four (4) modules/cartridges.
CALENDAR; POCKET, PAPER	X	X	X		1 each; no wire or hard plastic in binding
CANNED GOODS	X	X	X		Open unit, kept in staff controlled storage area; Empty can given to staff.
CANDY		X	*X		Non-contraband container.

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CAPS	X	X	X		Limit one (1) State issue and one (1) client purchase. Non-offensive, non-gang related logos.
CASH/COINS \$50 LIMIT					\$50 limit in possession at any time.
CARDS GREETING	X	X	X		
CARDS PLAYING	X	X	X		Regular and pinochle.
CHAP STICK		X	X		
CHARGER, BATTERY	X		X	C	Cordless; needs prior approval of Program Director/designee. Chargers with cord require staff supervision.
CHEESE		X	*X		Non-contraband container.
CIGARETTES		X	X		Limit of three (3) cartons.
CIGARS		X	*X		Limit of fifty (50).
CLOCK, ALARM		X	<b>X</b>		<b>Plastic; 3" X 5" or smaller. No cords</b> Battery type only, 2-AA: No electric style/type,
COCOA MIX		X	*X		
<b>COFFEE, INSTANT/OR INDIVIDUAL PACKETS</b>		X	*X		Not to exceed three (3) pounds; <b>DECAFINATED ONLY.</b> Non-contraband containers.
COFFEE POT GRINDER/MUG	X	X	X		Open unit, stored in client kitchen; As space allows determined by U.S.
COLOGNE, PERFUME		X	X	S	Including after-shaves, etc. Reasonable quantities; No glass containers, plastic only.
COMB, PLASTIC	*X	X	*X		Limit of one (1).
COMFORTER		X	X		Limit of one (1) can be client made, must be washable.
COMPACT DISKS OR CASSETTE TAPES (AUDIO)	*X	X	*X		Limit of twenty (20) (Any combination totaling 20).
COMPUTERS	X		X		Lap Top only; <b>NO CDR-REWRITE CAPABILITY</b> Requires Program Director/designee approval.
<b>COMPUTER SOFTWARE</b>	<b>X</b>		<b>X</b>		<b>Computer applicable software; data storage type.</b> Total of 10; either 3.5 floppy disks or CD data disks
COSMETIC/TOILETRY BAG	X	X	X		1 each; clear vinyl, plastic

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CONVERTER, VOLTAGE	X	X	X	C	For radios, TV's, games, etc. Converters with cord need prior approval of Program Director/designee.
CONTAINERS, TUPPERWARE	X	X	X		Must be able to fit in 1'x1' cubic locker.
COSMETICS, MAKE- UP		X	X		Limit only one (1) of each item. No glass. Compacts may not contain glass mirrors.
CRAFT PROJECTS	*X		*X	S	
CREAMER, NON-DAIRY		X	X		Not to exceed two (2) pounds.
CUP OR TUMBLER, SOFT PLASTIC	X		X		Limit of two (2) sport containers is permitted. Thermal cups/tumblers
CURLING/ STYLING IRON	X	X	X	C	Limit of one (1).
DENTAL FLOSS	X	X	X	S	
DENTURE ADHESIVE	X	X	X	S	
DENTURE CLEANERS		X	X	S	Tablets only.
DVD PLAYERS &/OR VIDEO TAPE PLAYERS	X	X	X		1 DVD Player, or, 1 VCR Player, or, 1 Combination VCR/DVD Player. Prior approval of the Program Director/designee
EMERY BOARDS	X	X	X		No metal.
FRESH FRUITS/ VEGETABLES		X	X		Non-contraband container; Not requiring refrigeration, to be kept in patient food locker.
GLOVES, PLAIN	X		X		No leather, no studs, jewelry, etc. One (1) pair only.
GLOVES, WEIGHT LIFTING	X		X		Two (2) pairs only.
GUITAR STRINGS	X		X	C	Nylon/gut with prior approval of Program Director/designee.
HAIR BRUSH	X	X	X		Plastic only
HAIR DRYERS			X	C	Limit one (1).
HAIR GROOMING AIDS		X	*X		Vendor items received in plastic, sealed containers. Alcohol based items require supervision.
HAIR PICK	X	X	X		Plastic only. Limit one (1).
HAIR ROLLERS	X	X	X		
HAIR TIES/BANDS	X	X	X		Nylon/Rubber: 1" – 2" in Diameter; For use in Grooming of hair, only
HAIR SPRAY		X	X		Non-aerosol, pump only, plastic container only.

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HANDKERCHIEFS (WHITE)	X		X		Limit of seven (7), State issued.
HANGERS, CLOTHES	X	X	X		Soft plastic, limit of six (6).
HEAD PHONES	X	X	X		Limit one (1).
HYGIENE PRODUCTS		X	X		Soap, deodorant, Kleenex, sanitary pads, tampons, non-aerosol products, pump only, within reasonable limits for both men and women. No glass containers.
INSTRUMENTS, MUSICAL	X	X	X	C	Guitars, etc., Nylon/gut strings with prior approval of Program Director/designee.
JACKET, KHAKI/ MEN & WOMEN					Limit one (1) State issued.
JEWELRY	X	X	X		Chains, rings, necklaces, single strand only. No sharp edges. Not to exceed \$160 per item. Earrings must be flat and no larger than a quarter. All others must be breakaways.
LANYARD					Limit one each (1); State Issued only
LAUNDRY PRODUCTS		X	X	S	Sealed packages only. No bleach.
LIGHTERS	X		X		Open unit, control by staff while on unit, checked in and out of nursing station as clients enter or leave unit
LOTION, HAND		X	X		
MEDICAL PROSTHESIS	X		X		Eyeglasses, dentures, hearing aids, artificial eyes, limbs, braces, etc. requires physician's approval. Must be processed through Medical Ancillary Services.
MILK, DRY		X	X		Not to exceed two (2) pounds.
MINERAL OIL		X	X		
NIGHTGOWN/ WOMEN					Limit two (2), State issued.
NUTS		X	*X		Non-contraband container. No shells.
PAJAMAS/ MEN & WOMEN					Limit two (2), State issued.
PANTIES					Limit of seven (7) State issued, cotton only any color.
PEN, BALL POINT					Limit of one (1), State issued plastic, Not to exceed 3 1/2 inches, non-removable tube.  EXCEPTION: Long Pens/standard size pens are approved for Clients residing on Open-Units pending approval of I.D. Team. Limit; One each, (1).
PENCIL					Limit of one (1), State issued.

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PERFFUME/ COLOGNE		X	X		Open unit, kept in staff controlled locked storage area
PHONE CARDS	X	X	X		1 each in clients possession; \$ 20 limit
PIPE, SMOKING	X	X	X		Limit of three (3).
PLASTIC BAGS; "ZIP LOCK TYPE"		X			3 Each (3): One Gallon size; 12" X 12". For Storage of Food Items kept in Personal Locker identified in "Package Foods" Section
POLISH REMOVER, NAIL	X	X	X	S	Reasonable quantity. No glass, clear plastic container.
POLISH, NAIL	X	X	X	S	Reasonable quantity. Glass container OK
PUBLICATIONS	X	X	X		One (1), current newspaper Six (6) books or magazines Requires prior I.D. Team approval before ordering. Final approval contingent on review by I.D. T. after receipt. Any publication that depicts or encourages sexual acts with children or behavior that may result in tissue damage will be considered contraband. Any other publication may only be denied following Hospital policy and procedures for denial of rights for cause.
PACKAGE FOOD		X	X		Bagels, beef jerky, cake, cereal, chips, cookies, crackers, doughnuts, pastries, pop-corn, pretzels, instant soup, top ramen, not requiring refrigeration, to be kept in Plastic Container in Unit Canteen used for Clients to maintain food goods.  Reasonable amounts (generally defined as "to be consumed in a single day") may be stored in personal locker in proper container or Zip Lock Bag.
PANTS/MEN, KHAKI					Four (3) pairs, State issue.
PANTS/WOMEN, BROWN					Four (3) pairs, State issue.
PHOTOS	X				No photos of patients that might pose a threat to security such as being used to make an employee I.D. badge.
POWER CORD/ SURGE PROTECTOR		X	X		1 each; 6 plug variety; 8" X 2" X 2". Pre-inspection by NSH Electric Shop required prior to use. Units purchased through OUR CAFÉ have been pre-approved for use on units. Those purchased through vendors must be inspected by the NSH Electric Shop prior to client possession and use on Units.
PUNCH MIX, POWDERED		X	X		In sealed container or envelope; Not to exceed three (3) pounds.
PURSE, CLUTCH	X	X	X		Limit of one (1), no metal frame, no strap.

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RAZORS, ELECTRIC	X	X	X	S	I.D. Team approval.
RELIGIOUS MATERIAL	X		X		
<b>REMOTE CONTROL DEVICES; Including Universal</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>One per approved electronic appliance</b>
SANDALS					Limit one (1) pair, State issued.
SEASONINGS		X	X		Open units, plastic container, stored in client kitchen
SHAMPOO, NON-MEDICATED		X	X		
SHAVING CREAM		X	X	S	
SHIRTS, KHAKI/ COLLARED, MEN & WOMEN					Limit four (4), State issued.
SHOES, TENNIS			X	C	Limit two (2) pairs: 2 velcro type; or, One (1) velcro, One (1) athletic type, No shoe laces. (Shoe laces to be staff controlled).
SHORTS, GYM: <b>MEN – KHAKI WOMEN – BROWN</b>					Limit one (1), State issued.
SHORTS, KHAKI, <b>MEN – KHAKI WOMEN – BROWN</b>					Limit three (3), State issued.
SLIPPERS, SOFT			X		Flexible, foldable; limit of one (1) pair.
SOAP BOX, PLASTIC		X	X		
SOCKS, PAIR	X		X		Limit of seven (7), no nylon.
STAMPS		X	X		2 Books, first-class stamps in possession at any time. Pre-stamped embossed envelopes may be substituted for stamps.
STATIONERY		X	X		Envelopes, writing paper, etc.
SUGAR, INDIVIDUAL PACKETS		X	X		Including substitutes, not to exceed one (1) pound.
SUNGLASSES	X	X	X		Wire frames permitted. Limit of one (1) pair.
SUSPENDERS	X	X	X		Limit of one (1) non-state issue
SWEATPANTS, <b>MEN – KHAKI WOMEN – BROWN</b>					Limit Three (3), State issued.
SWEATSHIRT, KHAKI, Men & Women					Limit Three (3), State issued.

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TAPES (AUDIO) CASSETTES	*X	X	X		Refer to "Compact disk" Section.
TEA, INSTANT/BAGS		X	*X		Not to exceed three (3) pounds or 100 bags <b>(May not contain any pharmaceutically active substance or caffeine).</b>
TELEVISION/VCR			X		Limit one (1). Solid state, 13 inch diagonal screen, may have built-in radio. Exceptions per Program Director/designee approval No TVs with VRC and/or VCRs unless approved by the Program Director/designee.
THONGS	X		X		Limit of one (1) pair.
TOBACCO, PIPE		X	X		Not to exceed one (1) pound at any time.
TOOTHBRUSH LOCKED UNITS					Limit of one state issued short handle
TOOTHBRUSH OPEN UNITS	X		X		Limit of one
TOOTHPASTE		X	*X		
T-SHIRTS, KHAKI OR WHITE, MEN & WOMEN	X		X		Limit of four (4) State issued. White purchased by client.
TYPEWRITER	X		X	C	Not to exceed \$160 in value. Requires prior approval of Program Director/designee.
TYPEWRITER CORRECTION TAPE	X	X	X		Includes ribbon cassette.
UNDERSHORTS, WHITE					Men. Limit of seven (7) State issued.
THERMAL UNDERWEAR TOPS/BOTTOMS	X		X		Must be white or off white in color. Limit 2 pair.
VASELINE		X	X		
VIDEO CASSETTE TAPES and <b>DVD's</b> ; (film/movie)		X	*X		<b>Limit (10) Video Cassettes or DVD's in personal possession at any time. Factory Sealed, Movie Industry films:</b> <b>G-Rated, PG-13 Rated and Documentary or Educational films are allowed. R-rated films allowed with prior review and approval of NSH Movie Screening Committee, published on NSH Approved Movie List for R-rated Videos</b> (No X-rated or "Sexually Explicit" films at any time.) <b>Video Tapes of "significant family events"* may be mailed from family members with prior approval of the Tx. Team. Tapes of this nature are counted in limit of 10.</b> Tx. Team must review tapes prior to possession by client.

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VIDEO GAMES; HAND HELD	X	X	X		2 Each: With approval of ID Team Prior to purchase or order. ("Game-Boy" variety, hand held.) NO Excessively violent nor Sexually Inappropriate Game Content Allowed).
WATCHES	X	X	X		Limit one (1), not to exceed \$160 in value; No sharp edges. Alarm feature is allowed.
WAVE CAP/ DO RAG	X	X	X		Limit one (1): black only; On Unit Only

Key: C – Controlled Item: Staff retains custody of property and issue to client, does not require direct supervision during use.

S – Supervised Item: Staff retains custody of property and supervises client during use.

X – Allowable Item: Item is allowable to client. Item may be a controlled or supervised as identified.

### APPENDIX LIST---(As Of 1/10/03)

The following items have been approved for client possession and/or control and are listed herein as described/noted:

ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHASED THROUGH NSH CAFE	PURCHASED THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
<p>EDUCATIONAL MATERIALS/SUPPLIES:</p> <p>APPROVED FOR STUDENTS and/or GRADUATES OF "NEW START" &amp; "CHOICES" GROUPS:</p> <ol style="list-style-type: none"> <li>1. Soft Foam "RELAX-ABLE" Ball (1"-2")</li> <li>2. Small Stuffed Animal; No Metal Parts, (5"-8")</li> <li>3. Soft Beanie Babies (3"-5")</li> <li>4. Bubbles (2oz. solution in plastic container with wand; no string)</li> <li>5. Kaleidoscope (4.5", cardboard tube with plastic filling)</li> <li>6. Flying disk; soft plastic</li> </ol>					<p>All items listed may be in possession of "NEW START", "CHOICES" students and/or graduates, with concurrence of Treatment Team.</p>